

MCV Campus

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

DREW, MONIQUE VCDHS
 6379649 DOB: 07/09/69
 02/14/14 F B 44Y
 HANZA MD, MAGEO S PYRO
 VCSN: VCG 164424042

Business Services
Parking and Transportation

8th Street Parking Deck Office, 1st Floor
 658 North 8th Street
 P.O. Box 983235
 Richmond, Virginia 23295-0235

RD4 828-3551
 Fax 804 828-5343
 TDD 1-877-628-1123
 parking@vcu.edu

Date February 11, 2014
 To: Mrs. Monique Smalls,
 From: C. Brandon Dingess

I am writing to document our discussion and my request for any current work restrictions from your physician. On February 5, 2014 we discussed the changing needs of the Parking & Transportation department and I provided you with several options regarding your future work assignments.

As we discussed, due to the recent changes in your current work location, it is necessary to reevaluate your work assignment. I request that you have your physician evaluate the Hourly Enforcement and Safety Officer's position duties and Position's Physical/Cognitive Requirements and Physical Demands and Activities attached. In addition please provide me with any current medical restrictions that may affect your performance. I would like to have this information no later than Wednesday, February 26, 2014.

If you feel that you have a medical condition that is affecting your ability to perform the essential functions of your job, it is your responsibility to self-identify and inform the University that an accommodation is needed under the Americans with Disabilities Act of 1990 (ADA). If you feel that there is an accommodation that the University can make so that you can perform the essential functions of your job as an Enforcement Safety Officer, please contact the VCU's Office of Equal Employment Opportunity/Affirmative Action Services at 828-1347 by February 26th, 2014.

Please let me know if you have any questions.

Thanks,
 C. Brandon Dingess
 Campus Coordinator



Position's Physical/Cognitive Requirements: Indicate by each element an E = Essential, M = Marginal, or N/A

Physical Demands and Activities:

E	Light lifting	(<20 lbs.)	no more than 10 lbs	
E	Moderate lifting	(20-50 lbs.)		
M	Heavy lifting	(>50 lbs.)	*limited walking with breaks	
N/A	Pushing/pulling	E	Walking	every 1 hour
E	Standing	N/A	Climbing	work 4h - 1 day up to 2 days / week
E	Sitting	N/A	Reaching	no pushing - pulling
M	Repetitive motion	N/A	Bending	break every 2 hr
				no repetitive motion

pt. uses PENS unit
and heating pad

Other:

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